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| **Action Item and Description** | **YES** | **NO** | **Comments** |
| **ANNUAL and/or INTERVAL REQUIREMENTS** | | | |
| 1. Inventory emergency equipment- *annually* |  |  |  |
| 2. Plan evaluated regularly but **at least** *annually*  Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.  Procedures to provide for regular communications between individual charter school officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans. |  |  |  |
| 3. School organized a safety team |  |  |  |
| 4. Test Communication systems |  |  |  |
| 5. Training programs for staff and students in crisis prevention and management. |  |  |  |
| 6. Training programs for staff and students in emergency response procedures that include practice drills. [Regular Incident Exercise] |  |  | **As a reminder, Colorado’s Fire Code requires schools to conduct a fire drill within ten days of the first day of school and once a month thereafter. Schools must also conduct two non-fire emergency drills per year (e.g., lockdown, lockout, shelter, or evacuation). The Code does not allow for the substitution of any other type of drill (e.g., lockdown, lockout, shelter) for a fire drill (See** [**here**](https://cssrc.colorado.gov/news-article/emergency-drill-white-paper-for-public-schools-charter-schools-and-junior-colleges)**.)** |
| 7. Ensure proper training of staff and key personnel  *National Incident Management System [NIMS] training for school employees.* |  |  |  |
| 8. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities. |  |  |  |
| **PLAN REQUIREMENTS** | | | |
| 1. Provides procedures, training, and equipment necessary to protect students |  |  |  |
| 2. Record keeping system described/outlined |  |  |  |
| 3. Procedures that address the supervision and security of school buildings and grounds. |  |  |  |
| 4. Procedures that address the safety and supervision of students during school hours and school-sponsored activities. |  |  |  |
| 5. Procedures that address persons visiting school buildings and attending school sponsored activities. |  |  |  |
| 6. Procedures for the reporting of criminal activity to law enforcement & Charter School Institute |  |  |  |
| 7. Protocols for communicating with local law enforcement and parents |  |  |  |
| 8. Tabletop exercises to discuss and identify staff roles and responsibilities |  |  |  |
| **CLAIRE DAVIS ACT POLICIES/PROCEDURES [***These policies/procedures* *may also be included in your Parent/Student Handbook should you choose*.] | | | |
| 1. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems. |  |  |  |
| 2. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems. |  |  |  |
| 3. Procedures for safe, confidential reporting of security and safety concerns at each school building. |  |  | **As a reminder,** [**H.B. 22-1052**](https://leg.colorado.gov/sites/default/files/2022a_1052_signed.pdf) **requires student identification cards to contain the phone number, website, and text talk number for the 24-hour telephone crisis service center (Colorado Crisis Services) and Safe2Tell. If the school does not issue identification cards, the school shall request and display outreach materials from Colorado Crisis Services and send that information to parents and guardians at the beginning of each school year.** |
| **ADDITIONAL CONSIDERATIONS** | | | |
| 1. Pandemic Procedures |  |  |  |
| 2. Teacher Protection Policies |  |  |  |
| 3. Child Sexual Abuse Prevention Plan |  |  |  |

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| **NOTES** |
| **As a reminder, your Safety, Readiness and Incident Management Plan should be reviewed and updated on an annual basis. For additional resources, see “Emergency Operations Plan Review”** [**here**](https://resources.csi.state.co.us/school-safety/)**. Consider contacting the** [**Colorado School Safety Resource Center**](https://cssrc.colorado.gov/) **for support as you make updates for the 2024-25 school year. CSSRC resources are available** [**here**](https://cssrc.colorado.gov/resources) **and trainings** [**here**](https://cssrc.colorado.gov/trainings)**. For additional resources, see** [**here**](https://resources.csi.state.co.us/school-safety/)**.**  **As a reminder, this plan is just one of many components required by the Colorado Safe Schools Act (22-32-109.1). Please review** [**this checklist**](https://resources.csi.state.co.us/wp-content/uploads/2021/05/School-Safety-Checklist_Updated_SA_PDF.pdf) **to ensure your school is in compliance with all required components.** |